



DEPARTMENT OF THE ARMY
HEADQUARTERS, UNITED STATES ARMY MEDICAL DEPARTMENT ACTIVITY
2480 LLEWELLYN AVENUE
FORT GEORGE G. MEADE, MARYLAND 20755-5800

REPLY
ATTENTION OF

3 September 2002

POLICY STATEMENT NO. 5

PROCEDURES FOR PROCESSING CLAIMS AND FORMS FOR CIVILIAN ON THE JOB
INJURIES

1. I strongly support and encourage all supervisors to fulfill their obligation under the Federal Employees Compensation Act (FECA) and to adhere to the following procedures when a civilian injury occurs on the job.

a. The first line supervisor will accompany an injured civilian employee (to include Bloodborne Pathogen exposure) to the Occupational Health Clinic (OHC) for evaluation and medical care. After initial evaluation, the employee may elect to obtain care from a private physician. The individual may be sent directly to his or her private physician if the injury occurs on weekends, holidays, or after duty hours.

b. An employee who elects to be treated by a personal physician must obtain DOL Form CA-16, Authorization for Examination and Treatment, from his or her supervisor.

c. At the time of injury, the supervisor will complete and submit ISO Form 5-R-E, Civilian Personnel Injury Record, to the OHC. This form may be obtained from the OHC.

d. The employee and supervisor must complete and process DOL Form CA-1, Notice of Traumatic Injury and Claim, and forward it to the Kimbrough Ambulatory Care Center (KACC) Federal Employee Compensation Act (FECA) Administrator (the Civilian Personnel Liaison) in room 1B14, building 2480.

e. As soon as possible, the supervisor will have the employee review and sign the counseling checklist for "On-the-Job-Injury" so that the employee is fully aware of his or her responsibilities.

2. For life threatening emergency situations, the supervisor should call 911 for immediate on-site medical assistance. The supervisor will follow up with notification to the employee's family members. The supervisor will inform the KACC FECA Administrator within 24 hours of the incident by calling (301) 677-8627.

//Original Signed By//
JOAN P. EITZEN
COL, AN
Commanding

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